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# Parks and Recreation Department

## Annual Concession Report

2001-2002

## October 2002

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## I. Introduction

City of Austin Ordinance No. 890126-P, known as the Town Lake Ordinance, requires that an annual report concerning the status of concessions in Town Lake Park, including the Zilker Park area, be prepared by the Parks and Recreation Department (PARC) and presented to the Parks and Recreation Board and the Environmental Board in October of each year. The report shall describe the current concessions in Town Lake Park, including operations, sales and revenues for the prior fiscal year, along with any issues or problems that may have arisen.<sup>1</sup> In addition to current concessions, any information regarding new concessions in Town Lake Park shall be presented as well. The Parks and Recreation Board and the Environmental Board shall then make a recommendation to the City Council within 30 days of receipt of the report regarding appropriate concessions in Town Lake Park, the status of existing concessions and the advisability of issuing Request for Proposals (RFP) for any new concessions.

## II. Current Concessions

There are currently seven concessions in Town Lake Park which have or are eligible for contracts of a year or more and have permanent facilities. The seven concessions include four boat related concessions, a train concession, a pitch and putt golf course, and a food and beverage concession. The four public boat related concessions along with private boat concessions provide a total of 168 boats for rent on Town Lake, this is an increase of 69 boats since 1999.

As shown in the table below, gross sales for these concessions in 2001-2002 were \$1,374,691, 3% below 2000-2001 sales. Revenues to the City also decreased slightly in 2001-2002, as \$200,006 in commission payments was remitted by Town Lake concessionaires.

Business on Town Lake was severely impacted by floods that plagued Central Texas in July of 2002. Due to dangerous water levels, the lake was closed to all water craft during the majority of the month of July. This closure included the Fourth of July weekend, traditionally the most profitable weekend of the year for the Town Lake concessionaires.

*Current Concessions Table*

Concession	Commission Paid	2000-2001 Gross Sales	2001-2002 Gross Sales	2000-2001 Revenue to the City	2001-2002 Revenue to the City
Barton Springs Food & Beverage	38%	\$302,039	\$285,500	\$106,029	\$100,567
Butler Pitch & Putt	\$1,000/month	\$87,233	\$105,677	\$12,000	\$12,000
Lone Star River Boat	\$1,250/month; 8% of net revenue over \$187,500	\$242,471	\$201,246	\$14,005	\$14,750
Rowing Dock	7%	\$212,179	\$227,761	\$14,211	\$15,174
Texas Rowing (formerly L'Aviron Rowing)	\$667/month; 1% of clubs yearly net revenue; 8% of net revenue over \$80,000	\$82,028	\$80,033	\$9,710	\$8,601
Zilker Canoe Rental	11% of first \$40k & 12% thereafter	\$171,436	\$156,451	\$18,604	\$16,879
Zilker Zephyr Railroad	11%	\$318,760	\$318,023	\$32,416	\$32,095
<b>Total</b>		<b>\$1,416,146</b>	<b>\$1,374,691</b>	<b>\$206,975</b>	<b>\$200,006</b>

<sup>1</sup> Temporary concessions, defined as those involving no permanent facilities and having a contract term shorter than one year, are not included in this report.

## **Major Updates**

### **Gondola and Driving Range Proposals**

In 2001, the Parks and Recreation Department received many proposals for new permanent concessions on parkland. Two proposals, a gondola service on Town Lake and a golf driving range on parkland in North Austin, were approved by the Parks Board.

In March 2002, PARD issued a request for proposal for a gondola service on Town Lake. Though several parties expressed interest in the concession, a mandatory pre-bid conference resulted in only one bid being submitted. The sole bidder was Paul Parma of Venetian Passage. The proposal showed merit, however, finding a suitable dock location has prevented PARD from signing a contract with Venetian Passage.

A request for proposal for the golf driving range will be issued in November, 2002. A mandatory pre-bid conference was held on October 30, 2002. The sole attendee was Bud Morgan of Tejas Golf, subsequently he will be the only person allowed to submit a proposal.

## **III. Other Concession Activity**

### **Concession Policy**

No revisions were made to the concession policy in 2001-2002. The concession policy should be revisited every 2-3 years or as the need arises to allow the document to be an effective tool to regulate and control the City of Austin Parkland. When Town Lake Park draws closer to completion, staff suggests that Concession Subcommittee revisit and modify the concession policy to address the vending possibilities in the Park. A copy of the City Council Approved concession policy is included as attachment A.

### **Other Permanent Concessions**

- |                                     |                   |
|-------------------------------------|-------------------|
| a. Krieg Softball Complex           | (Food & Beverage) |
| b. Havens Softball Complex          | (Food & Beverage) |
| c. Emma Long Metropolitan Park      | (Food & Beverage) |
| d. Clay/Kizer Golf Course           | (Food & Beverage) |
| e. Morris Williams Golf Course      | (Food & Beverage) |
| f. Lions Munciple Golf Course       | (Food & Beverage) |
| g. Vending Machines at PARD Sites   | (Food & Beverage) |
| h. Bergstrom Golf Course (FY 00-01) | (Food & Beverage) |

## **IV. Concession Status**

The following section of this report will discuss the location, contract term, general activities, reviews, sales, revenues, and commissions for the 2001-2002 fiscal year each of the permanent Town Lake concessions.



**A. Barton Springs Food and Beverage**

<b>Concessionaire</b>	<b>Location</b>
Mr. Willie Rodriguez	Zilker Park – near Barton Springs Pool
5000 Broken Bow	
Austin, Texas 78745	<b>Commission Paid to City – 38%</b>
(512) 444-5992	
(512) 447-5872	
<b>Hours of Operation</b>	<b>Sign Posted</b>
9:00 a.m. – 8:00 p.m., Monday – Friday	Yes – menu
9:00 a.m. – 10:00 p.m., Saturday and Sunday	

**General Activities**

Barton Springs Food and Beverage is the City's oldest concession. Mr. Willie Rodriguez of Rodriguez Concession, Inc. has been managing the concession since May 1, 1950. A five-year contract with a five-year extension option was executed on December 1, 1993. The final 5-year extension of the contract was executed, with the expiration of this extension being November 30, 2003. A request for bid for this concession will be distributed in the Spring of 2003 and a new contract should be awarded by the end of the Summer.

Tables 1 & 2 illustrate the monthly sales and revenue to the City for Barton Springs Food and Beverage for the past five fiscal years. Gross sales for fiscal year 2001-2002 were \$285,500. Revenues to the City were \$100,567, a 15% decrease in revenues from 2000-2001. This decrease can primarily be contributed to the floods in June and July.

**Table 1: Barton Springs Food and Beverage Sales**

	Sales 97-98	Sales 98-99	Sales 99-00	Sales 00-01	Sales 01-02
<i>October</i>	9,006	13,486	16,518	8,124	18,311
<i>November</i>	8,638	12,783	15,557	5,709	12,932
<i>December</i>	3,705	8,836	7,622	3,572	4,392
<i>January</i>	8,843	14,467	12,964	8,426	20,873
<i>February</i>	9,511	18,720	15,507	15,100	11,096
<i>March</i>	19,130	18,937	24,930	24,049	22,523
<i>April</i>	23,967	38,678	29,607	41,532	27,997
<i>May</i>	37,572	32,191	33,188	37,331	40,117
<i>June</i>	38,086	34,949	29,001	47,511	44,252
<i>July</i>	40,360	42,510	53,328	57,737	29,156
<i>August</i>	23,777	36,917	30,368	33,480	35,611
<i>September</i>	15,900	24,786	26,776	19,468	18,242
<b>Total</b>	<b>\$238,495</b>	<b>\$297,260</b>	<b>\$295,366</b>	<b>\$302,039</b>	<b>\$285,500</b>

**Table 2: Barton Springs Food and Beverage Revenue to the City**

	Rev. 97-98	Rev. 98-99	Rev. 99-00	Rev. 00-01	Rev. 01-02
<i>October</i>	3,528	4,734	5,799	2,853	6,428
<i>November</i>	3,282	4,488	5,461	2,004	4,540
<i>December</i>	1,299	3,102	2,781	1,254	1,542
<i>January</i>	3,360	5,078	4,551	2,958	7,327
<i>February</i>	3,614	6,571	5,444	5,301	3,895
<i>March</i>	7,270	6,647	8,751	8,442	7,907
<i>April</i>	9,107	10,067	10,393	14,579	9,828
<i>May</i>	13,189	11,300	11,650	13,105	14,082
<i>June</i>	13,370	12,268	10,181	16,678	15,534
<i>July</i>	15,337	14,923	18,720	20,268	10,581
<i>August</i>	9,036	12,959	10,660	11,753	12,501
<i>September</i>	6,042	8,701	9,399	6,834	6,404
<b>Total</b>	<b>\$88,434</b>	<b>\$100,838</b>	<b>\$103,790</b>	<b>\$106,029</b>	<b>\$100,567</b>

**B. Butler Pitch and Putt**

<b>Concessionaire</b>	<b>Location</b>
Mr. Al Kinser	201 Lee Barton Drive
2600 Stratford Drive	(512) 477-9025
Austin, Texas 78703	
(512) 327-0761	<b>Commission Paid to City - \$1000/mo.</b>
<b>Hours of Operation</b>	<b>Sign Posted</b>
8:30 AM until dark, seven days a week	Yes

**General Activities**

Butler Pitch and Putt offers a par-three short irons golf course to participants of all ages. Mr. Winston Kinser and his brother designed the course in 1949. Opened in 1950, Butler Pitch and Putt is one of the City's oldest concessions. Mr. Kinser's son, Al, now maintains and operates the course. Under the contract the concessionaire pays a flat rate of \$1,000 per month. In addition, the City realizes an annual savings of approximately \$20,000 with Mr. Kinser's continued maintenance of the course.

The current contract was awarded in April 1993. The extension option of this contracted was executed and will expire March 31, 2003. PARD will issue a request for proposal in December and have a new contract in place before the end of February.

Tables 3 & 4 illustrate the monthly sales and revenue to the City for Butler Pitch and Putt for the past five fiscal years. Gross revenues for fiscal year 2000-2001 were \$105,677, a 21% increase from 2000-2001. The flat rate paid equates to paying the Parks and Recreation Department 11% of gross sales for 2001-2002.

**Table 3: Butler Park Pitch and Putt Green Fees and Merchandise Sales**

	Sales 97-98	Sales 98-99	Sales 99-00	Sales 00-01	Sales 01-02
<i>October</i>	3,811	2,741	2,387	2,471	5,020
<i>November</i>	3,271	2,443	2,716	2,752	4,988
<i>December</i>	2,494	1,839	2,107	2,984	5,240
<i>January</i>	2,316	2,341	1,799	3,128	4,100
<i>February</i>	1,984	2,233	2,384	4,563	5,927
<i>March</i>	3,051	3,224	2,694	5,509	6,738
<i>April</i>	4,685	3,687	3,919	8,689	10,774
<i>May</i>	4,356	3,823	4,135	10,069	14,006
<i>June</i>	4,815	5,154	8,738	11,918	14,912
<i>July</i>	5,675	3,635	10,166	15,011	14,441
<i>August</i>	5,500	2,801	8,614	12,571	12,674
<i>September</i>	2,978	3,869	4,823	7,568	6,858
<b>Total</b>	<b>\$44,936</b>	<b>\$37,790</b>	<b>\$54,481</b>	<b>\$87,233</b>	<b>\$ 105,677</b>

**Table 4: Butler Park Pitch and Putt Revenue to the City**

	Rev. 97-98	Rev. 98-99	Rev. 99-00	Rev. 00-01	Rev. 01-02
<i>October</i>	1,000	1,000	1,000	1,000	1,000
<i>November</i>	1,000	1,000	1,000	1,000	1,000
<i>December</i>	1,000	1,000	1,000	1,000	1,000
<i>January</i>	1,000	1,000	1,000	1,000	1,000
<i>February</i>	1,000	1,000	1,000	1,000	1,000
<i>March</i>	1,000	1,000	1,000	1,000	1,000
<i>April</i>	1,000	1,000	1,000	1,000	1,000
<i>May</i>	1,000	1,000	1,000	1,000	1,000
<i>June</i>	1,000	1,000	1,000	1,000	1,000
<i>July</i>	1,000	1,000	1,000	1,000	1,000
<i>August</i>	1,000	1,000	1,000	1,000	1,000
<i>September</i>	1,000	1,000	1,000	1,000	1,000
<b>Total</b>	<b>\$12,000</b>	<b>\$12,000</b>	<b>\$12,000</b>	<b>\$12,000</b>	<b>\$12,000</b>



## C. Lone Star Riverboat

Concessionaire	Location
Mr. Michael K. Pearce	101 South First
P.O. Box 160608	(512) 327-1388
Austin, Texas 78716	
<b>Hours of Operation</b> — —	<b>Commission Paid to City -</b> <b>\$1,250/month; 8% of net sales</b> <b>over \$187,500</b>
<i>Summer Hours (June – August):</i>	
Public rides: Tuesday – Sunday 5:30; Friday Night 10:30	
Private charters: on a reservation basis	
<i>Fall and Spring Hours (Sept. – Nov. &amp; March – May)</i>	
Public rides: Saturday – Sunday 3:30 p.m.	<b>Sign Posted</b>
Private charters: on a reservation basis	Yes
<i>Winter Hours (Dec. – Feb.)</i> Private charters: on a reservation basis	

**General Activities**

The Lone Star Riverboat is an old-fashioned style stern paddle wheel riverboat that has been providing rides on Town Lake since 1979. Narrated tours of the lake, which last 1½ hours, are available to the public Tuesday through Sunday at 5:30 p.m. A “Moonlight Cruise”, which is not narrated, is offered on Friday nights at 10:30. Public rides are offered on Saturday and Sunday at 3:00 p.m. during off months. Prices for public rides are as follows: \$9.00 for adults, \$7.00 for seniors, and \$6.00 for children under twelve. Private charters occur on a reservation basis only and constitute approximately 75% of the concession’s annual gross receipts. Catering is available on charters.

Michael Pearce was awarded a five-year contract that began in January 2001. Under the terms of the new contract, Mr. Pearce will remit monthly payments of \$1250. In addition, at the end of each calendar year, he will pay the City eight percent of any net revenue over \$187,500 per year. PARD and Mr. Pearce are currently discussing the amount of the initial lump sum payment as terminology in the contract is ambiguous. An amendment which specifically defines the lump sum payment and when it should be submitted to PARD will be added to the contract.

Tables 5 & 6 illustrate the monthly sales and revenue to the City for Lone Star Riverboat for the past five fiscal years. Gross sales for 2001-2002 were \$201,246, a 17% decrease in sales from 2000-2001. Revenues to the City totaled \$14,750. Lone Star Riverboat was severely impacted by the floods in June and July. Upon a request from Mr. Pearce, PARD allowed a pro rated payment of \$1,000 for July.

**Table 5: Lone Star Riverboat Sales**

	Sales 97-98	Sales 98-99	Sales 99-00	Sales 00-01	Sales 01-02
<i>October</i>	20,327	20,974	32,720	38,211	31,430
<i>November</i>	11,333	11,043	14,882	13,480	10,509
<i>December</i>	9,404	3,988	8,680	7,209	4,569
<i>January</i>	2,819	901	1,311	3,582	-
<i>February</i>	3,999	1,800	4,726	2,981	2,458
<i>March</i>	10,039	12,708	12,446	12,023	7,796
<i>April</i>	14,065	20,024	29,975	20,736	22,149
<i>May</i>	33,885	46,333	45,690	35,518	33,999
<i>June</i>	35,179	27,863	40,665	30,353	35,450
<i>July</i>	28,871	29,176	41,531	26,955	12,383
<i>August</i>	24,708	26,105	31,964	28,146	19,563
<i>September</i>	14,986	24,351	35,007	23,277	20,940
<b>Total</b>	<b>\$209,615</b>	<b>\$225,266</b>	<b>\$299,598</b>	<b>\$242,471</b>	<b>\$201,246</b>

**Table 6: Lone Star Riverboat Revenue to the City**

	Rev. 97-98	Rev. 98-99	Rev. 99-00	Rev. 00-01	Rev. 01-02
<i>October</i>	1,016	981	1,636	1,785	1,250
<i>November</i>	567	505	744	635	1,250
<i>December</i>	470	183	434	335	1,250
<i>January</i>	130	42	66	1,250	1,250
<i>February</i>	200	84	218	1,250	1,250
<i>March</i>	502	586	575	1,250	1,250
<i>April</i>	703	927	1,384	1,250	1,250
<i>May</i>	1,694	2156	2,126	1,250	1,250
<i>June</i>	1,627	1302	1,888	1,250	1,250
<i>July</i>	1,444	1350	1,923	1,250	1,000*
<i>August</i>	1,153	1204	1,473	1,250	1,250
<i>September</i>	749	1130	1,625	1,250	1,250
<b>Total</b>	<b>\$10,255</b>	<b>\$10,450</b>	<b>\$14,092</b>	<b>\$14,005</b>	<b>\$14,750</b>

**D. Texas Rowing**

<b>Concessionaire</b>	<b>Location</b>
Matt and Kristin Knifton	North shore of Town Lake, off of
P.O. Box 50424	Stephen F. Austin Drive
Austin, Texas 78703	
	<b>Commission Paid to City -</b> \$667/mo.
<b>Hours of Operation</b>	
5:00 p.m. – 8:00 p.m. Monday – Friday	<b>Sign Posted</b>
8:00 a.m. – 12:00 p.m. Saturday and Sunday	Yes

**General Activities**

Texas Rowing offers rowing lessons, coaching and equipment rentals on Town Lake. In 1999, Matt and Kristin Knifton partnered with Anne Marie Heilman, owner of L'Aviron, to form Texas Rowing. In May 2000 Texas Rowing signed a 5 year contract with the City of Austin. Based on the terms of the contract the concessionaire remits a monthly payment of \$667 to the City. In addition, at the end of each calendar year, the contractor will pay the City one percent of the club's yearly net revenue, and eight percent of the net revenue above \$80,000 per year. In April, the Knifton's bought out Ms. Heilman and they are now sole owners of the business.

Tables 7 & 8 illustrate the monthly sales to the City for Texas Rowing for the past five fiscal years. The gross sales for 2001-2002 were \$80,033. The revenues paid to the City were \$8,601, with the lump-sum payment constituting \$597 of the revenues.

**Table 7: Texas Rowing Sales**

	Sales 97-98	Sales 98-99	Sales 99-00	Sales 00-01	Sales 01-02
<i>October</i>	5,900	4,667	7,093	11,012	7,686
<i>November</i>	1,454	2,950	6,824	5,770	2,662
<i>December</i>	2,405	3,806	6,358	4,454	3,364
<i>January</i>	1,940	3,191	5,980	5,961	2,745
<i>February</i>	3,115	5,432	6,312	5,923	3,498
<i>March</i>	7,159	5,009	9,115	8,254	4,556
<i>April</i>	7,515	6,504	10,188	5,555	3,950
<i>May</i>	6,940	8,484	12,990	8,508	14,046
<i>June</i>	3,764	9,840	13,068	6,547	9,617
<i>July</i>	6,985	11,930	10,058	5,371	4,214
<i>August</i>	6,845	10,267	12,749	7,942	10,838
<i>September</i>	6,360	15,391	12,116	6,731	12,855
<b>Total</b>	<b>\$60,382</b>	<b>\$87,471</b>	<b>\$112,851</b>	<b>\$82,028</b>	<b>\$80,033</b>

**Table 8: Texas Rowing Revenue to the City**

	Rev. 97-98	Rev. 98-99	Rev. 99-00	Rev. 00-01	Rev. 01-02
<i>October</i>	590	450	709	667	667
<i>November</i>	145	276	682	667	667
<i>December</i>	241	360	636	667	667
<i>January</i>	194	300	598	667	667
<i>February</i>	312	510	594	667	667
<i>March</i>	716	481	912	667	667
<i>April</i>	752	615	956	667	667
<i>May</i>	694	807	667	667	667
<i>June</i>	376	926	667	667	667
<i>July</i>	699	1121	667	667	667
<i>August</i>	695	968	667	667	667
<i>September</i>	636	1446	667	667	667
<i>Lump Sum</i>				1,706	597
<b>Total</b>	<b>\$6,050</b>	<b>\$8,260</b>	<b>\$8,422</b>	<b>\$9,710</b>	<b>\$8,601</b>



**E. Rowing Dock**

<b>Concessionaire</b>	<b>Location</b>
Paolo Minissi and Rachel Yates	On Stratford Drive just west of the Austin Nature and Science Center
P.O. Box 685162	
Austin, Texas 78768	<b>Commission Paid to City – 7%</b>
<b>Hours of Operation</b>	
6:00 a.m. to 6:00 p.m.	<b>Sign Posted</b>
	Yes

**General Activities**

Rowing Dock, Parks and Recreation Department's newest concession, opened for business in December 1999. They offer a variety of services which promote the sport of rowing including rentals, private lessons, classes and membership. Rowing Dock features a variety of boats from pontoons to sleek racing shells to accommodate the individual goals of all rowers. Rowing Dock is currently working with the Parks and Recreation Planning Division to develop plans for building a boat house at their site.

In September, Rowing Dock signed a permanent contract with the City. Under the terms of the contract, Rowing Dock will pay 8% of net sales through the first five years of its contract with the City. Once the initial contract extension is exercised, the compensation plan will convert to monthly payments of \$667 and a lump sum payment. Tables 9 & 10 illustrate Rowing Dock's monthly sales and revenues paid to the City of Austin for the past two years. In FY 2000-2001, gross sales totaled \$212,179, a 68% increase from 1999-2000 figures. Revenues paid to the City totaled \$14,211.

**Table 9: Rowing Dock Sales**

	Sales 99-00	Sales 00-01	Sales 01-02
<i>October</i>	--	10,767	16,586
<i>November</i>	--	9,524	14,768
<i>December</i>	--	8,937	8,473
<i>January</i>	8,527	17,550	19,146
<i>February</i>	11,647	11,834	13,273
<i>March</i>	10,159	13,816	16,207
<i>April</i>	14,249	15,967	22,207
<i>May</i>	19,028	18,910	28,884
<i>June</i>	12,877	28,971	29,971
<i>July</i>	16,030	25,651	10,444
<i>August</i>	12,175	26,335	21,794
<i>September</i>	21,664	23,917	26,009
<b>Total</b>	\$126,356	\$212,179	\$227,761

**Table 9: Rowing Dock Revenue to the City**

	Rev. 99-00	Rev. 00-01	Rev. 00-01
<i>October</i>	--	719	1,099
<i>November</i>	--	634	988
<i>December</i>	--	597	564
<i>January</i>	597	1,197	1,293
<i>February</i>	799	792	883
<i>March</i>	661	926	1,080
<i>April</i>	968	1,069	1,479
<i>May</i>	1,236	1,264	1,911
<i>June</i>	838	1,939	1,997
<i>July</i>	1,062	1,710	688
<i>August</i>	769	1,758	1,449
<i>September</i>	1,468	1,606	1,743
<b>Total</b>	\$8,398	\$14,211	\$15,174

**F. Zilker Canoe Rentals**

<b>Concessionaire</b>	<b>Location</b>
Mr. Howard Barnett	West side of Barton Creek immediately below
2202-A Homedale Drive	Barton Springs Pool
	<b>Commission Paid to City – 11% for first \$40,000 in revenue; 12% thereafter</b>
Austin, Texas 78704	
<b>Hours of Operation</b>	<b>Sign Posted</b>
March – Labor Day: Weekdays: 11:00 a.m. – dusk Weekdays and Holidays: 9:00 a.m. – dusk After Labor Day: 11:00 a.m. – dusk, weekends only	Yes

**General Activities**

Zilker Canoe Rentals is the City's oldest boating concession. Mr. Howard Barnett started the concession in 1969 and throughout the years has not only provided the City with consistent revenues, but has also provided many boating experiences to groups from various organizations free of charge. Some of these organizations include: the Austin Association for Retarded Citizens, the Austin Public Library System, the Austin Sunshine Camp, the Austin-Travis County Mental Health Mental Retardation Center, the Texas School for the Blind, and the Texas School for the Deaf. By allowing the use of the canoes during non-peak hours to groups such as these, Mr. Barnett has afforded experiences to many people who would otherwise never have an opportunity to canoe. Life jackets are supplied to all renters and required for children under 12. A five year contract with a five year extension option was executed on June 19, 2000. Zilker Park Canoe Rentals currently pays 11% of its first \$40,000 in sales and 12% thereafter to the City.

Tables 11 & 12 illustrate the monthly sales and revenue to the City for Zilker Canoe Rentals for the past five fiscal years. Gross sales in 2001-2002 were \$156,451, as revenues to the City totaled \$16,879. Of all the concessionaires on Town Lake, Mr. Barnett sustained the most damage during the floods. He lost his storage building, the majority of his fleet of canoes and kayaks, and the area where the concession is located remained flooded throughout July.

**Table 11: Zilker Canoe Rental Sales**

	Sales 97-98	Sales 98-99	Sales 99-00	Sales 00-01	Sales 01-02
<i>October</i>	2,644	7,365	12,560	4,915	11,689
<i>November</i>	4,423	4,496	11,068	2,497	7,608
<i>December</i>	698	2,452	1,960	956	1,807
<i>January</i>	4,784	4,022	10,220	2,747	4,787
<i>February</i>	5,150	12,069	11,515	7,296	9,826
<i>March</i>	10,455	13,757	21,792	16,278	16,437
<i>April</i>	18,805	20,211	24,364	25,935	19,228
<i>May</i>	17,883	23,981	25,522	26,365	26,273
<i>June</i>	12,943	17,441	11,475	28,281	23,583
<i>July</i>	12,415	18,495	25,102	27,237	6,443
<i>August</i>	8,673	15,296	11,704	16,650	16,300
<i>September</i>	7,800	15,055	15,787	12,279	12,470
<b>Total</b>	<b>\$106,673</b>	<b>\$154,641</b>	<b>\$183,069</b>	<b>\$171,436</b>	<b>\$156,451</b>

**Table 12: Zilker Canoe Rental Revenue to the City**

	Rev. 97-98	Rev. 98-99	Rev. 99-00	Rev. 00-01	Rev. 01-02
<i>October</i>	317	817	1,392	545	1,296
<i>November</i>	531	498	1,227	277	843
<i>December</i>	84	272	217	106	200
<i>January</i>	526	714	1,039	279	486
<i>February</i>	566	1,226	1,170	740	998
<i>March</i>	1,150	1,398	2,217	1,654	1,670
<i>April</i>	2,068	2,144	2,476	2,718	1,954
<i>May</i>	2,148	2,658	2,593	2,923	2,912
<i>June</i>	1,553	1,933	1,166	3,135	2,614
<i>July</i>	1,489	2,219	2,783	3,019	714
<i>August</i>	1,041	1,696	1,962	1,846	1,807
<i>September</i>	936	1,669	1,751	1,361	1,382
<b>Total</b>	<b>\$12,409</b>	<b>\$17,244</b>	<b>\$19,993</b>	<b>\$18,604</b>	<b>\$16,879</b>



**G. Zilker Zephyr Railroad**

<b>Concessionaire</b>	<b>Location</b>
Mr. Willie Rodriguez – Texas Special, Inc.	Zilker Park
5000 Broken Arrow	Train Station located next to playscape.
	<b>Commission Paid to the City – 11%</b>
Austin, Texas 78745	
<b>Hours of Operation</b>	<b>Sign Posted</b>
	Yes

**General Activities**

On November 16, 1996, the City Council awarded a new contract to Texas Special, Inc. to operate the Zilker Zephyr. For the last three years Texas Special, Inc. was partnered with Rodriguez Concessions, Inc (of Barton Springs Food and Beverage). In mid 2000 Rodriguez Concessions bought out Texas Special and is currently responsible for the operation of the Zilker Zephyr. The current contract requires Texas Special to pay 11% of net sale to the City.

Tables 11 & 12 illustrate the monthly sales and revenue to the City for Zilker Zephyr (formerly Zilker Eagle) Railroad for the past five fiscal years. Gross sales for 2001-2002 were \$318,02 and revenues to the City totaled \$32,095.

**Table 11: Zilker Zephyr Railroad Ticket and Souvenir Sales**

	Sales 97-98	Sales 98-99	Sales 99-00	Sales 00-01	Sales 01-02
<i>October</i>	13,149	19,573	28,469	16,193	30,547
<i>November</i>	17,366	18,901	30,160	14,991	26,355
<i>December</i>	11,443	16,911	17,649	11,072	13,493
<i>January</i>	13,567	21,597	21,612	16,046	11,512
<i>February</i>	13,869	24,063	24,021	22,350	20,858
<i>March</i>	26,446	32,220	36,184	34,067	34,829
<i>April</i>	29,116	34,730	36,077	41,823	33,521
<i>May</i>	27,242	26,556	36,292	37,567	40,879
<i>June</i>	22,337	29,536	28,356	37,790	30,631
<i>July</i>	21,775	34,605	32,942	34,005	29,657
<i>August</i>	16,569	22,205	22,734	22,149	26,291
<i>September</i>	15,471	26,130	28,750	30,707	19,452
<b>Total</b>	<b>\$228,350</b>	<b>\$307,027</b>	<b>\$343,246</b>	<b>\$318,760</b>	<b>\$ 318,023</b>

**Table 12: Zilker Zephyr Railroad Ticket and Souvenir Revenue to the City**

	Rev. 97-98	Rev. 98-99	Rev. 99-00	Rev. 00-01	Rev. 01-02
<i>October</i>	1,446	2,007	2,896	1,646	3,104
<i>November</i>	1,910	1,921	3,065	1,523	2,678
<i>December</i>	1,166	1,718	1,793	1,125	1,371
<i>January</i>	1,492	2,195	2,196	1,631	1,170
<i>February</i>	1,526	2,445	2,441	2,271	2,120
<i>March</i>	2,909	3,274	3,677	3,487	3,217
<i>April</i>	3,203	3,529	3,666	4,250	3,406
<i>May</i>	2,997	3,715	3,663	3,817	4,154
<i>June</i>	2,457	3,001	2,881	3,840	3,113
<i>July</i>	2,395	3,516	3,292	3,455	3,114
<i>August</i>	1,823	2,256	2,310	2,251	2,672
<i>September</i>	1,702	2,655	2,921	3,120	1,977
<b>Total</b>	<b>\$25,026</b>	<b>\$32,232</b>	<b>\$34,801</b>	<b>\$32,416</b>	<b>\$32,095</b>

## Attachment: A

### — — PARKS AND RECREATION DEPARTMENT POLICY/PROCEDURE

Title: Policy for Concessions on City Parkland Effective Date: 3/13/98

Council Approval: March 12, 1998 Revised Date: October 21, 1997

Purpose: To establish a policy for concessions on all City parkland.

Reference:

Policy: The Parks and Recreation Department (PARD) has developed this policy regarding the limited private commercial use within the City's park system in the form of concessions, including permanent and temporary concessions. These policies are intended to maintain the aesthetic and environmental quality of the City's park system and to ensure a financial return to the City of Austin from such uses or to provide a public good to the citizens of Austin.

All proposals for concessions on Town Lake will be reviewed in compliance with Chapter 11-3 of the City code. The definition of a concession is as follows: " Any privately operated business on parkland serving park users, authorized by the City in accordance with applicable ordinance requirements. Types of businesses operated as concessions may include without limitation, food and beverage stands, boat rentals, excursion boats, boating lessons, bicycle rentals, and pushcarts." Concessions also include businesses which provide souvenirs and other goods and services to park users and which generally pay a portion of their revenue to the City or provide a public good to the citizens of Austin.

There are three categories of concessions: 1) new permanent concessions, 2) existing permanent concessions, whose contracts have expired, and 3) unsolicited temporary concessions. The following policies will address the development of permanent concessions on parkland and establish guidelines for temporary concessions.

## New Permanent Concession Development<sup>1</sup>

In order to comply in a timely manner with the Town Lake Ordinance the following  
 → time line will be followed annually:

April 1 – June 30	Staff will accept input for new concession ideas through various methods e.g., surveys of boards, commissions, advisory groups and park users; public notice; and requests for written suggestions from the general public.
By July 31	Staff will submit a report to the Parks and Recreation Board and the Environmental Boards, describing all proposals received for new concessions ideas.
By August 31	A subcommittee made up of City staff, representatives of the Parks and Recreation Board and the Environmental Board will review concepts and make recommendations to each Board.
By September 30	The Environmental Board and the Parks and Recreation Board will recommend which of the concession concepts (if any) should go forward to a public hearing. Potential locations of all the concessions must be determined prior to the setting of the public hearing. No less than 21 days prior to the public hearing, signs will be posted at the prospective locations of the concession(s). Notices will be sent to all interested parties including the media.
By October 31	Staff will present the annual concession report <sup>2</sup> . This report will provide a synopsis of this process and will include the Environmental Board, Parks and Recreation Board and staff recommendations.
By November 30	The Parks and Recreation Board and the Environmental Board will forward to the City Council their response to the annual report.
By January 31	Staff will issue RFPs for new concessions approved by Council.

RFPs for new permanent concessions will require payments based on a flat fee schedule or on a percentage basis of gross sales less sales tax. The method of payment for each concession will be determined on a case by case basis by the Parks and Recreation Director. The flat fee or percentage of sales methods will be determined based on an analysis of the location and type of concession and will be calculated by City staff. The contracts will require an annual review of the concession to determine incremental increases to the fees after the second year of the contract. Additionally, for the flat fee, concessionaires will be required to pay a percentage of their gross sales, once sales exceed the targeted annual gross sales on which the flat fee is based.

<sup>1</sup> A permanent concession is defined as a concession, which has or is eligible for a contract of a year or more and generally has a permanent structure.

<sup>2</sup> As required by Town Lake Ordinance No. 890126.



An evaluation team will review RFP responses and make recommendations to Council. (As allowed by chapter 11-3 of the City code, the evaluation team will include staff and may include one representative from each of the following organizations: Parks and Recreation Board, Environmental Board, and Design Commission.) Recommendations for award of contracts as a result of this process will be forwarded to the Parks and Recreation Board for review and recommendation prior to the City Council action. Following Council approval, a contract will be negotiated and executed.

#### Permanent Concession Policy for Existing Contracts About to Expire.

Staff will gather public input concerning items that should be addressed in a new contract, for an existing concessions 90 days prior to contract's expiring.

RFPs will be issued for new contract periods for existing concessions. An evaluation team will review the proposals and make recommendations to the Parks and Recreation Board. The evaluation team will include staff and may include one representative from the Parks and Recreation Board, Environmental Board, and Design Commission. Requests for Council Action (RCAs) will be submitted to Council for contract award.

RFPs for existing concessions will require payments based on a flat fee schedule or on a percentage basis (as they stand now) for the term of the contract. The method of payment for concessions will be determined on a case by case basis, by the Parks and Recreation Director. The flat fee or percentage of sales payment will be based on an analysis of the location and type of concession and on a five-year history of that particular concession. City staff will calculate this fee. For the flat fee method, the contracts will require an annual review of the concession to determine incremental increases to the flat fee after the first year of the contract. Additionally, concessionaires will be required to pay a percentage of their gross sales, once sales exceed the targeted annual gross sales on which the flat fee is based.

#### Temporary - Seasonal Concession Policy

A temporary or seasonal concession is defined as a concession which does not require a building or other type of permanent structure from which to operate and has a contract term limited to one year or less. Fees for temporary or seasonal contracts will be established by the City Council in the annual budget. Any temporary concession granted a temporary/seasonal permit two times within a 12 month period will be considered in the annual process for new permanent concessions. The Director of Parks and Recreation is authorized to negotiate and enter into temporary or seasonal concession contracts based on predetermined criteria to include impact, location, service level, revenues to the City, and any other criteria which may be in the best interest of the City and the use of its parkland.

### Single Day – Temporary Permits

A single day temporary permit is defined as a concession set up outside of a special event taking place in a City Park. This concessionaire would have the opportunity to purchase a one-day permit for \$50.00 at the site of the event or cease and remove the operation of the concession from the area immediately.

— —

### Performing Artists in the Parks

Performing artists are allowed to entertain in the parks provided they register with and are approved by the Director of the City of Austin Parks and Recreation Department. Performing artists are categorized under the single day – temporary permit fee structure. The fee for performing artists will be \$10.00 a day and may be purchased in 2-week increments. When applying, the performing artist must provide specific days of operation, so this can be reflected on the permit.

Individuals may perform as artists or entertainers in any City park as long as they meet the following conditions. They:

- A. May not block sidewalks or in any way impede pedestrian or vehicular traffic circulation.
- B. May not be within 100 feet of an existing concession's main operating location.
- C. May set up at special events only with written permission of event organizer.
- D. May not use Amplified sound.
- E. Juggling of potentially hazardous materials or items such as knives or fire is prohibited.
- F. Any money exchanged must be on a "tips" or donation basis only, with the amount to be determined by the donor.
- G. Entertainers must carry the permit issued by the Parks and Recreation Department allowing them to perform in the park. This permit is to be available on request by any park employee charged with patrolling or supervising park use or by any citizen.
- H. May not impede or interfere with the use of park facilities or scheduled activities.

Failure to produce the permit issued from the Parks and Recreation Department can result in immediate expulsion from the park.

Report(s) Required: This policy is to be reviewed by the Parks Board every three years from the date of original approval with changes to be approved by Council. The Director of Parks and Recreation is authorized to develop guidelines and make changes thereto for the implementation of this policy.



#2

MEMORANDUM

To: Parks and Recreation Board

From: Jesus M. Olivares, Director  
Parks and Recreation Department

Date: December 10, 2002

Subject: Construction of Bulkheading at 4408 Long Champ  
File No. SP-02-0427D

A request has been received from David Stuckey on behalf of the Austin Country Club to construct bulkheading at 4408 Long Champ.

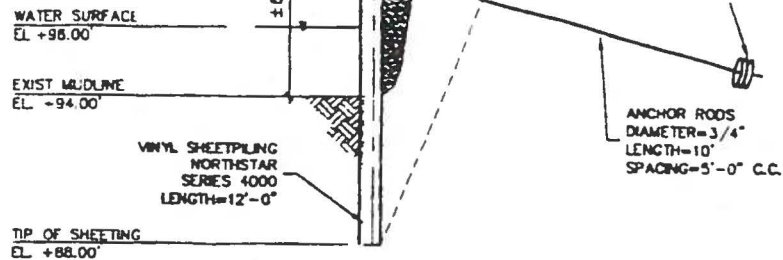
The Parks and Recreation Department (PARD) staff has reviewed plans for the proposed project and finds they meet the requirements of Article XIII, Section 25-2-1176, Part D (Requirements for the Construction of Boat Docks) of the Land Development Code.

RECOMMENDATION:

I recommend the approval of the above request as detailed in the attached site plan.

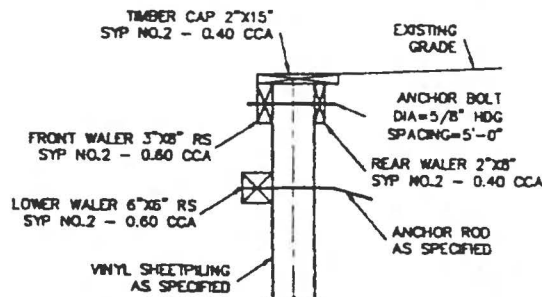
  
Jesus M. Olivares, Director  
Parks and Recreation Department





SECTION - ANCHORED BULKHEAD

SCALE: 1/4"=1'-0"



DETAIL - PILECAP

SCALE: 1/2"=1'-0"

01



**SHELMARK ENGINEERING, LLC**

P.O. BOX 980 • LEAGUE CITY, TEXAS 77574  
281-438-8808 • FAX 281-438-8809

PROPOSED BULKHEAD  
AUSTIN COUNTRY CLUB  
AUSTIN, TEXAS

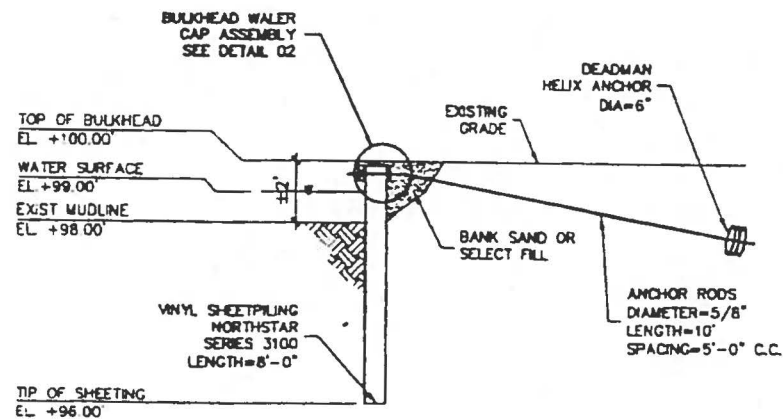
DATE:  
10-24-02

FILENAME:  
1247511

SCALE:  
1/4"=1'-0"

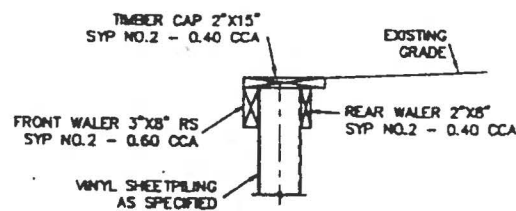
PROJ. #  
P01-847

SHEET  
2 OF 2



SECTION - ANCHORED BULKHEAD

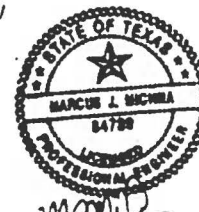
SCALE: 1/4"=1'-0"



DETAIL - PILECAP

SCALE: 1/2"=1'-0"

02



2



#3

## MEMORANDUM

To: Parks and Recreation Board

From: Jesus M. Olivares, Director  
Parks and Recreation Department

Date: December 10, 2002

Subject: Construction of Boat dock at 4418 Rivercrest  
File No. SP-02-0171DS

A request has been received from Jill and Steve Fooshee to construct a boat dock at 4418 Rivercrest.

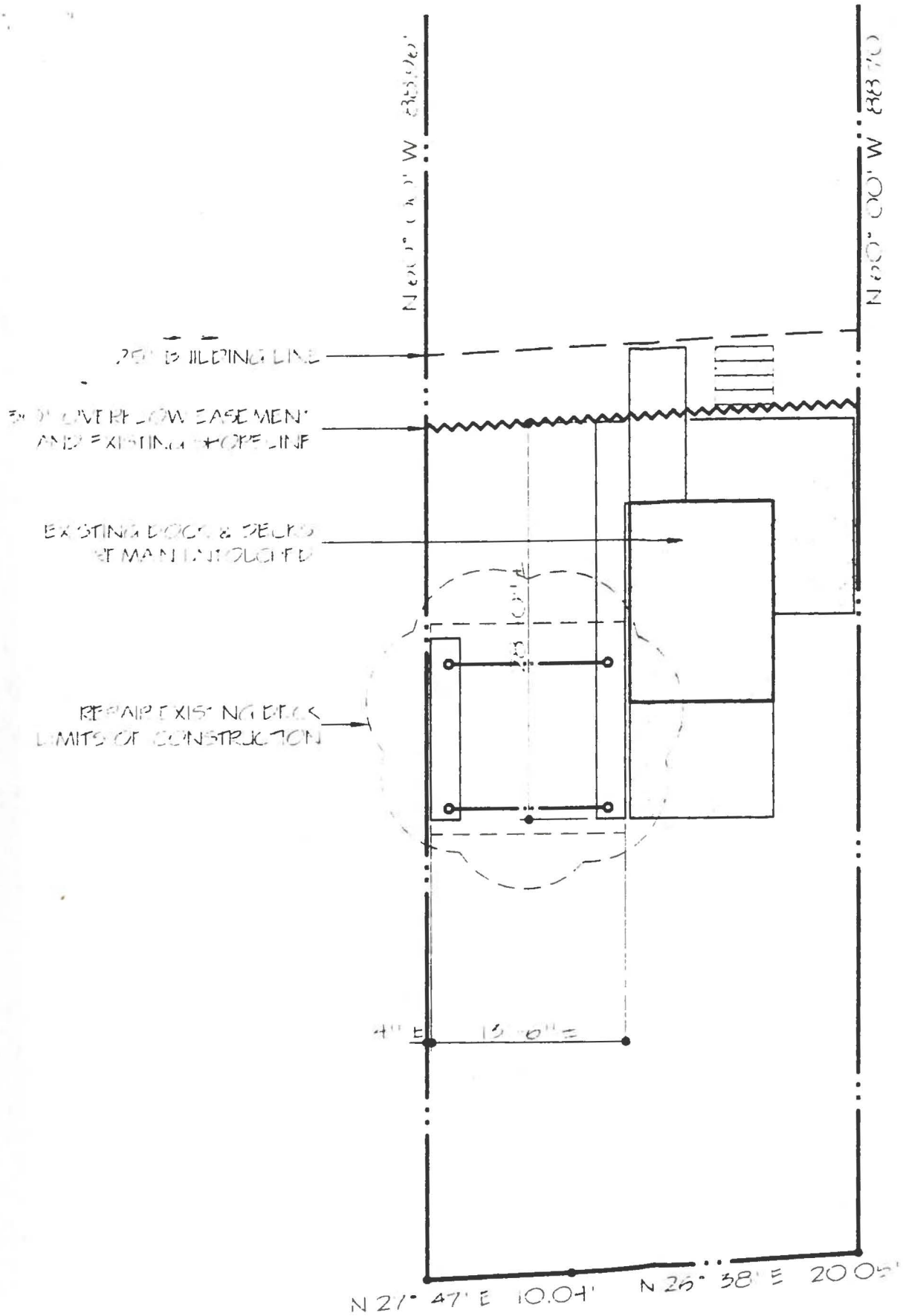
The Parks and Recreation Department (PARD) staff has reviewed plans for the proposed project and finds they do not meet the requirements of Article XIII, Section 25-2-1176, Part D (Requirements for the Construction of Boat Docks) of the Land Development Code. The property has an existing one-slip boat dock. The proposal is to add an additional slip. A variance to exceed 20% of shoreline is required and a variance to construct a dock within the 10' of the side property line. A site plan exemption was given to Steve Fooshee in July of 2000. The site plan exemption allowed the replacement of rotten wood as needed, with no replacement of piers or beams for an additional slip. Pillings were installed and an additional slip was added. The property was then red tagged.

## RECOMMENDATION:

I do not recommend the approval of the above request as detailed in the attached site plan.

  
Jesus M. Olivares, Director  
Parks and Recreation Department

(1)



--Lake Austin--

Parks and Recreation Board  
200 S. Lamar  
Austin, Texas 78704  
Attn: Randy Scott

November 4, 2002

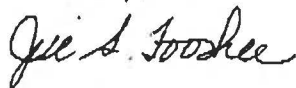
Re: Boat Dock  
4418 Rivercrest Dr.  
Austin, 78746

Dear Sir:

I am requesting a variance of Article 13: Boat Docks, Regulations Section # 25-2-1176 D-1, 2. (1) to be constructed or altered within 10 feet of a side property line or (2) except as provided in Subsection (E), that has a width measured parallel to the shoreline, greater than 20 % of the shoreline width of the lot or parcel of land on which the structure is to be constructed.

Your consideration in this matter would greatly be appreciated.

Sincerely,



Jill Fooshee  
6509 Luckenbach Ln.  
Austin, TX 78729  
512-335-8170 Hm  
512-428-3553 Wk





# Site Development Determination

CITY OF AUSTIN / DEVELOPMENT REVIEW & INSPECTION DEPARTMENT  
701 West Sennott Street Austin Texas 78767 Ph (512) 494-1770 / Fax (512) 494-1771

I, Steve Fooshee, do hereby certify I am the ☒ owner ☐ owner's agent (requires a letter from the owner providing authorization to act as agent) of the property as described below, and in that capacity submit this claim for exemption from site plan substantial requirements of Chapter 25-5-2 of the Austin City Code. Furthermore, I certify the following to be true and correct information pertaining to this exemption.

Address 4418 Rivercrest

Project Name \_\_\_\_\_

Existing Land Use(s): deck

Proposed Land Use(s): dock

Zoning: N

Map grid(s): \_\_\_\_\_

Flood Plain: ☒ Yes ☐ No

Watershed: LAKE AUSTIN

Legal Description Lot R Block C Aque Verde

## Description of Development:

Please provide a written description in a memo-letter form with an attached exhibit, sketch of proposed development. The attached exhibit / sketch shall graphically show the following: Limits of construction, type of construction, impervious cover levels, existing and proposed, location of construction, erosion controls (i.e., silt fencing, tree protection)

See attached list

## FURTHERMORE, I certify and acknowledge that:

- The scope of work identified hereon does not require a formal site plan approval, however may require approval or issuance of one or more of the following prior to beginning site work: Subdivision; Building Permit; Remodel Permit; Demolition Permit.
- The proposed development complies with all applicable zoning regulations. Agreement with this determination does not prohibit enforcement of restrictive covenants and/or deed restrictions.
- Erosion and sedimentation controls will be used for all site work and will meet all City of Austin standards.
- Request for Determination shall be posted on site in a clearly visible location and protected from elements of weather (i.e., rain) at all times.

Signature of Owner / Owner's agent: Steve Fooshee

Date: \_\_\_\_\_

Printer Name of Owner / Owner's agent: STEVE FOOSHEE

Phone: 512-335-8170

Address of Owner / Owner's agent: 6509 Luckenbach Ln Austin Tx 78729

Fax: \_\_\_\_\_

## Departmental Use Only

☒ Agreed

☐ Rejected

☐ Agreed with Conditions

☐ Correction or Revision required

☒ Fee (\$75.00)

☐ Fee not required

☒ Paid Receipt # 23243197

Reviewed by: Randel Felt

Date: 7/19/01

(Transportation): \_\_\_\_\_

Date: \_\_\_\_\_

(Engineering): \_\_\_\_\_

Date: \_\_\_\_\_

(Environment): Kevin N. Delp

Date: 7/19/01

SITE PLAN

Project Qualifies as per Section 25-5-2 ( ) ( )

Attached exhibit / Sketch ☐ Yes ☐ No ☐ N/A

Building Permit required: ☐ Yes ☐ No ☐ N/A

Certificate of Occupancy existing / proposed land use(s): ☐ Yes ☐ No ☐ N/A

ABC Address: \_\_\_\_\_

Area: \_\_\_\_\_

Seq. #: \_\_\_\_\_

CONDITIONS:

FILE

1. Replace rotted wood on all sides ~~AS NEEDED~~.

~~2. Replace boat lift beams, reinstall boat lift~~

✓ 3. Replace walkway railing and ramp

✓ 4. Replace any rotted wood on decking

Boat lift to be done under separate  
permit AND



#4

## MEMORANDUM

To: Parks and Recreation Board

From: Jesus M. Olivares, Director  
Parks and Recreation Department

Date: December 10, 2002

Subject: Construction of Boat dock at 4518 Rivercrest  
File No. SP-02-0322DS

A request has been received from Jerry Stephens to construct a boat dock at 4518 Rivercrest.

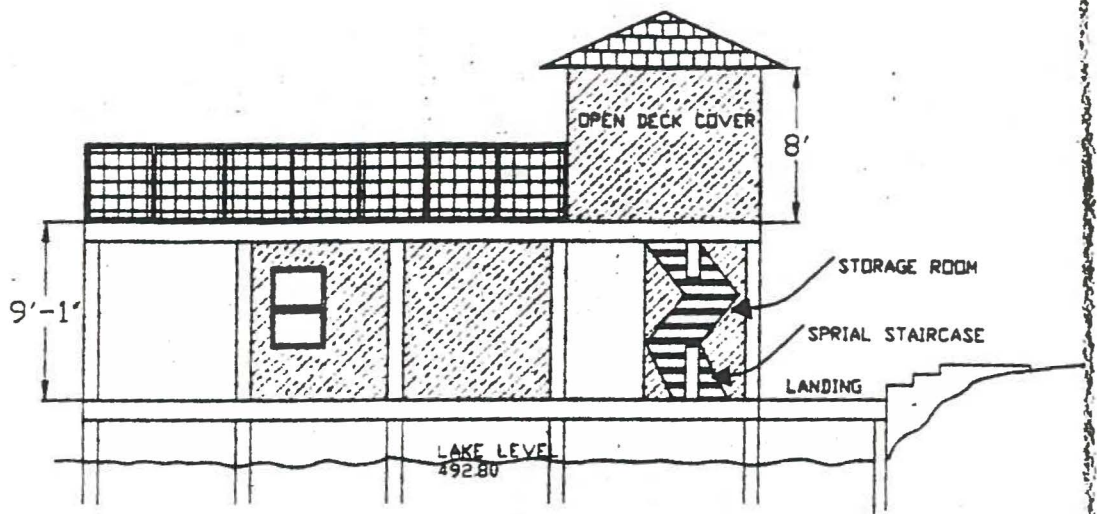
The Parks and Recreation Department (PARC) staff has reviewed plans for the proposed project and finds they do not meet the requirements of Article XIII, Section 25-2-1176, Part D (Requirements for the Construction of Boat Docks) of the Land Development Code. The property had an existing nonconforming dock. Pilings were replaced and living quarters were constructed. A variance to exceed 20% of shoreline is required and a variance to construct a dock within the 10' of the side property line. Parks Board shall make a recommendation to Council for living quarters to be constructed above Lake Austin.

### RECOMMENDATION:

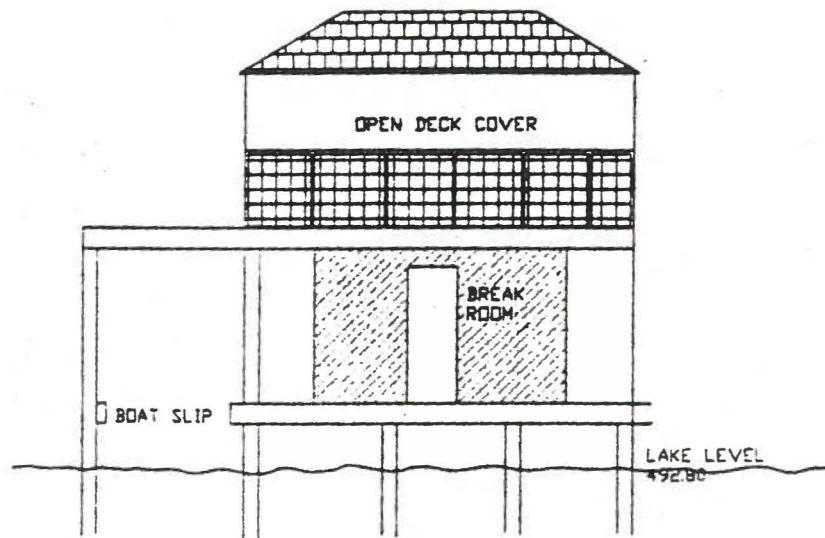
I do not recommend the approval of the above request as detailed in the attached site plan.

  
Jesus M. Olivares, Director  
Parks and Recreation Department

①



NORTH VIEW



EAST VIEW/LAKE VIEW





#5

MEMORANDUM

To: Parks and Recreation Board

From: Jesus M. Olivares, Director  
Parks and Recreation Department

Date: December 10, 2002

Subject: Construction of Boat dock at 2918 Oestrick Lane  
File No. SP-02-0054DS

A request has been received from Mary Boyd Design on the behalf of Charlene Crump to construct a boat dock at 2918 Oestrick Lane.

The Parks and Recreation Department (PARD) staff has reviewed plans for the proposed project and finds they do not meet the requirements of Article XIII, Section 25-2-1176, Part D and Section 25-2-1173, Part D (Requirements for the Construction of Boat Docks) of the Land Development Code. The proposed property has an existing fishing dock and an existing boat dock. The proposal is to add two additional docks, a boat dock and a fishing dock. A variance to exceed 20% of shoreline is required and a variance to exceed the number of docks allowed by the Land Development Code.

RECOMMENDATION:

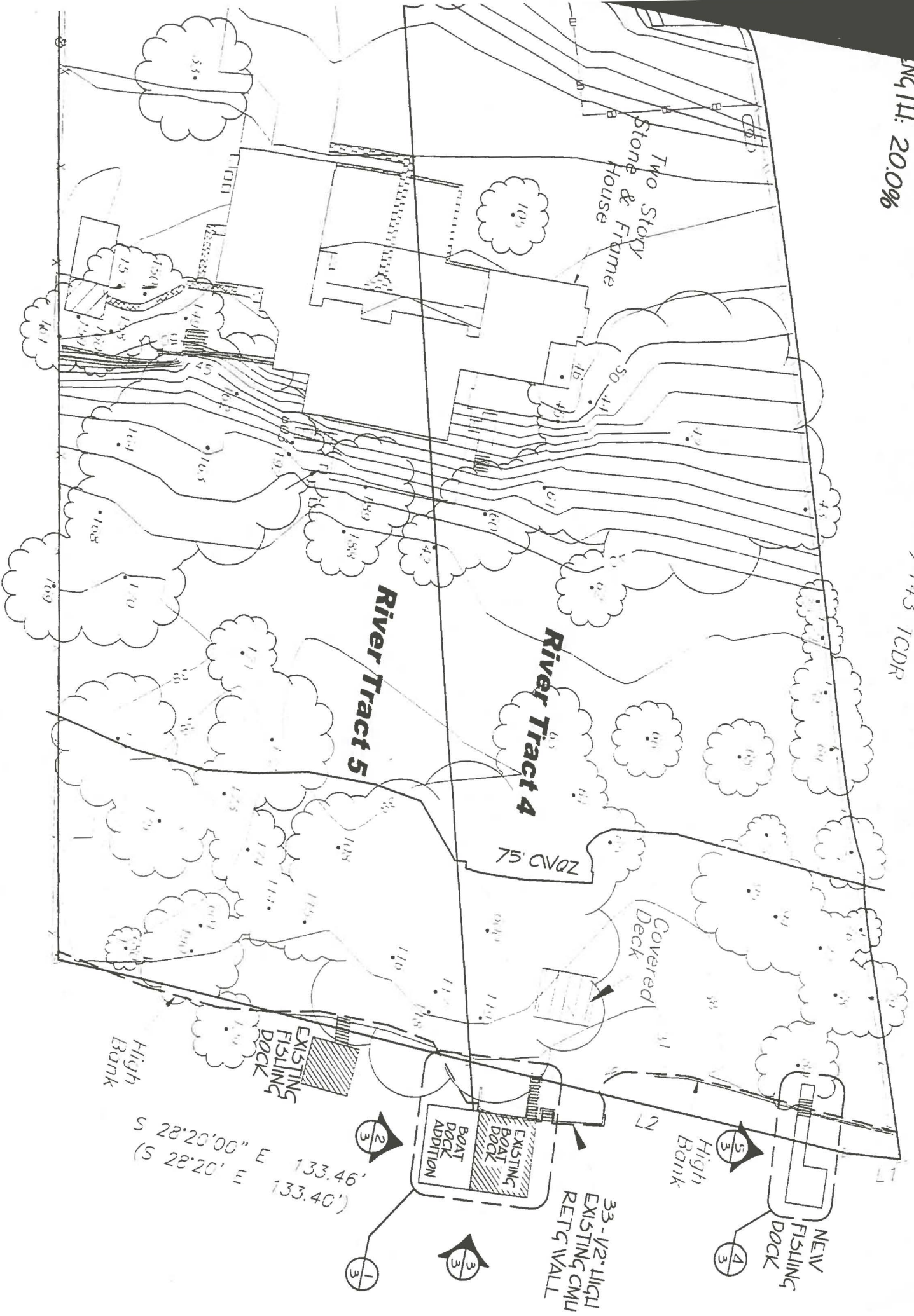
I do not recommend the approval of the above request as detailed in the attached site plan.

  
Jesus M. Olivares, Director  
Parks and Recreation Department

114. < 9.3'  
 NGTH: 20.0%

LA 6, G.P.  
 12989/143 TCDR

Scale: 1" = 10'



S 28°20'00" E 133.46'  
 (S 28°20' 11" 133.40')

2

# HILL, DUCLOUX & CARNES

AN ASSOCIATION OF INDIVIDUAL LAW PRACTICES  
NOT A PARTNERSHIP

H. ALLEN HILL, JR.  
CLAUDE E. DUCLOUX \*  
DONALD F. CARNES, P.C. †

ATTORNEYS AND COUNSELORS AT LAW  
400 WEST 15TH STREET, SUITE 750  
AUSTIN, TEXAS 78701

WRITER'S EMAIL ADDRESS:

TEL. (512) 474-7054  
FAX (512) 474-5605

BOARD CERTIFIED  
\* CIVIL TRIAL LAW  
CIVIL APPELLATE LAW  
† ESTATE PLANNING &  
PROBATE LAW  
TEXAS BOARD OF  
LEGAL SPECIALIZATION

November 8, 2002

Mr. Randy Scott  
PARKS & RECREATION DEPARTMENT  
200 S. Lamar  
Austin, Texas 78704

RE: Crump Site Plan for New Boat Dock  
COA File No. SP-02-0054DS

Dear Randy:

Please put this matter on your November 26, 2002, docket. I received your e-mail which appeared to be your thoughts concerning the validity of the Crump application.

In that e-mail, you report that "The City looks at this site as a unified development. A structure spanning the two lots ties those lots together. A dock is an accessory used to a house."

From those provisions, I must surmise that you are not in favor of granting the Crumps' site plan application as it relates to the boat slips and docks.

Let me try to address those arguments more particularly with these facts:

1. The Crumps own two lots. Indeed, there is one house that spans both lots, but there is *another* house on one of the lots. Therefore, there are two houses on these two lots to which docks may be accessories.
2. Under the City Code they are entitled to two docks per lot. Their boat dock (with two boatslips) and the two small fishing docks meet Code.
3. These docks are neither a navigational hazard nor a safety hazard. They do not exceed the number permitted by the Code, nor do they exceed the limitation of 20% of the shoreline length.

They are otherwise approved by the City. Therefore, the only conclusion that I believe is hampering us is the opinion you stated in your e-mail that this is a "unified development." I'm not aware that the Parks and Recreation is in the business of making such determinations, especially when that determination *hasn't been made* by other reviewing departments. If your



Mr. Randy Scott  
PARKS & RECREATION DEPARTMENT  
RE: COA File No. SP-02-0054DS  
November 8, 2002  
Page 2

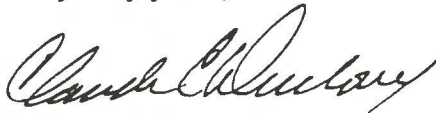
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department is in charge of determining what is or isn't a unified development, please point me to that portion of the code or other legal opinion which empowers the PARD to make those calls.

Finally, the City Code also allows a site plan that "clusters the boat docks on one or more lots in the subdivision" and gives the Parks Board the authority to approve such a plan. The structures on the Crump shoreline perfectly fit within the "cluster plan" contemplated by the City Code in that the structures in question do not exceed the number attributable to the lots in question nor are they a navigational hazard or an excessive use of the shoreline.

The Crumps are trying in good faith to comply with the City Code requirements. I would look forward to the opportunity to talk to you before this hearing if you still retain the opinion that there is a technical violation that the Crumps are seeking that will require you to oppose approving this site plan with the docks as shown thereon.

Very truly yours,



Claude E. Ducloux

CED/clc

cc: Charlene Crump  
2918 Oestrick Lane  
Austin, Texas 78733

Terry Irion  
ATTORNEY AT LAW  
3660 Stone Ridge Road, Suite B-102  
Austin, Texas 78746

Mary Boyd Design  
21525 Union Lee Church Road  
Manor, Texas 78653

[c:\crump\boatslip\scott2.ced]

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#6

## MEMORANDUM

**TO:** Julia Lee, Boards and Commissions Coordinator

**FROM:** Kimberley Jamail, Administrative Manager  
Parks and Recreation Department

**DATE:** November 27, 2002

**SUBJECT:** Commission Reports and Work Plans

In response to the requirements of the Financial Oversight Ordinance, the following information is provided for the Parks and Recreation Board.

**1. A work plan and schedule for undertaking and completing tasks or projects which the city council has assigned to the commission.**

The Parks and Recreation Board's function and objective is to review and advise the Austin City Council and City Manager on matters pertaining to the acquisition, development, sound management, maintenance and use of parks, recreational facilities and leisure services owned or controlled by the City of Austin. The Board reviews and processes these items as they are processed through the Parks and Recreation Department or as assigned by the City Council. These are done on an as needed basis. At this time, no tasks or projects are assigned by Council.

**2. A list of specific projects, studies or initiatives which the commission proposes to undertake during the coming calendar year which will require staff assistance or budgeted resources to undertake and complete along with a justification for each.**

See attached Committee Goals and Objectives.

**3. A brief summary of the work of the commission during the past year.**

During the past year the Parks and Recreation Board's summary of reviews and recommendations are:

- 12 Navigational Issues (bulk heads, Boat Docks)

- 5 Parkland Use Agreements

Commission Reports and Work Plans

November 27, 2002

-2-

**4. A brief summary of the work of the commission during the past year – cont'd**

- 3 Park Namings
- 1 Parkland Improvements
- 1 Transportation Issues (as they relate to parkland)
- 1 Relocation Susanna Dickinson House to an alternate site
- 1 New Ordinance for Standards of Care for PARD Programs relating to Children
- Various Miscellaneous issues & committee appointment
- Resolution regarding Seaholm District Master Plan
- Recommended redesign of Republic Square
- Recommended expansion of Lott Park
- Supported Art In Public Places (AIPP) Resolution

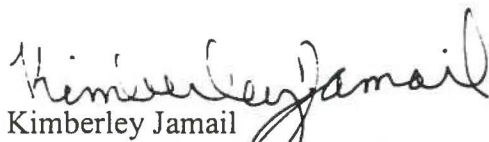
**5. Other information to be included:**

See attached report

**6. A summary of action taken to reduce the cost of city staff support during the previous year.**

Staff support is at a basic minimum. Parks Board members take the initiative to write their own resolutions, assist with writing of the minutes and forward board actions to Council without involving staff.

If you require additional information, please let me know.

  
Kimberley Jamail  
Administrative Manager  
Parks and Recreation Department

**Parks and Recreation Board**

**November 27, 2002**

**Annual Report 2001-2002**

**1. OFFICIAL NAME OF THE COMMISSION**

Austin Parks and Recreation Board

**2. OBJECTIVES AND FUNCTIONS**

To advise the Austin City Council and City Manager on matters pertaining to the acquisition, development, sound management, maintenance and use of parks, recreational facilities and leisure services owned or controlled by the City of Austin.

**3. AUTHORITY**

Created February 8, 1934, City Code, Volume a, Chapter 24, Article II, section 24-3, amended 15, 1951, Ordinance No. 5590604-F, amended further by Ordinance No. 771013-0, Ordinance No. 780223-F and Ordinance No. 780223-G.

**4. NAMES, ADDRESSES, OCCUPATIONS AND ETHNICITY OF THE CURRENT MEMBERS OF THE COMMISSION**

**Names and Addresses**

**Ethnicity/Sex**

Rosemary Castleberry, Chair  
3625 Duval Road  
Austin, Texas 78759  
Business: Community Volunteer

WF

Rhonda Pratt, Vice Chair  
500 E. Anderson, Lane, 184Q  
Austin, Texas 78752  
Business: State, MHMR, Project Manager

BF (Resigned August 2002)

Mary Ruth Holder, Secretary/Parliamentarian  
4417 Bellvue Ave.  
Austin, Texas 78756  
Business: Attorney, self employed

WF

Jeff Francell WM  
1700 Antler  
Austin, Texas 78741  
Business: Texas Parks and Wildlife Department

Clint Small WM  
5235 Tortuga Trail  
Austin, Texas 78731  
Business: Business Owner, Self-Employed

Amy Babich WF  
4507 Red River  
Austin, Texas 78751  
Business: University of Texas, Instructor

Jeb Boyt WM  
5423 Shoalwood Avenue  
Austin, Texas 78756  
Business: State, Texas Coastal Management Program

Pablo Valdez HM  
1209 Fairwood Road  
Austin, Texas 78722  
Business: Environmental Engineering Consultant

Linda H. Guerrero HF  
3204 Fairfax Walk  
Austin, Texas 78705  
Business: AISD Teacher

Marilyn Bostick BF  
7202 Meadowood Drive  
Austin, Texas 78723  
Business: Community Liasion

**Members Emeritus:**

Mrs. Roberta Crenshaw WF  
2515 El Greco Cove  
Austin, Texas 78703

Mrs. Louise Nivison WF  
3600 Greystone, Apt 713  
Austin, Texas 78731



## **5. REPORTS and RECOMMENDATIONS PRESENTED TO THE CITY COUNCIL FROM OCTOBER 2001 THROUGH SEPTEMBER 2002.**

### **October 9, 2001**

No vote actions were taken by Parks Board.

### **October 23, 2001**

Recommended to City Council the Approval of a New Ordinance Relating to Local Standards of Care for the PARD Programs for Children.

Recommended to the City Council to approve the 2000 – 2001 Concession Report.

Recommended to City Council a Parkland Use Agreement to Construct Water Quality / Detention Ponds, Stream Bank Restoration and Energy Dissipater Associated with Drainage for E. William at Proposed South Austin Soccer Complex Through Dedicated Parkland.

### **November 13, 2001**

Construction of Grafft Boat Dock. Item was pulled off agenda.

Recommended the construction of Duval Bulkhead at 12105 Selma Hughes Parks Road.

Recommended to City Council a Parkland Improvement Agreement with South Austin Senior Activity Center Guild to Build a Solarium at 3911 Manchaca Road.

### **November 27, 2002**

November 27 meeting was cancelled.

### **December 11, 2001**

Recommended the construction of Toles Boat Dock at 4701 Laguna Lane.

Recommended the construction of Grafft Boat Dock at 10802 River Terrace with a variance.

Recommended the construction of Duncan Boat Dock at 3108 Rivercrest Drive.

Reviewed and approved Sub-Committee Goals and Objectives.

Reviewed and approved the Parks Board 2001 Annual Report.

### **December 25**

This meeting was cancelled due to the City of Austin holiday.

### **January 8, 2002**

Recommended the construction of Bella Lago Boat Dock at 2918 Demona Drive.

Recommended the construction of Bella Lago Boat Dock at 2915 Demona Drive.

Recommended the construction of Bella Lago Boat Dock at 2914 Demona Drive.

Recommended the construction of Bella Lago Boat Dock at 2922 Demona Drive.

Recommended the construction of Martin Boat Dock at 1600 Bruton Springs.

Recommended to City Council 'no action taken' regarding Thomas Boat Dock screened porch.

Election of Officers.

**January 22, 2002**

Recommended to City Council the Naming of the Pedestrian Hike and Bike Trail at Mopac to "Roberta Crenshaw Pedestrian Walkway."

Appointed Parks Board Members to Serve on the Arts & Recreation Sub-Committee.

**February 12, 2002**

Meeting was held on February 12, but no vote actions were taken.

**February 26, 2002**

Meeting was held on February 26, but no vote actions were taken.

**March 12, 2002**

Recommended a Resolution to City Council Regarding Seaholm District Master Plan.

Appointed Park Board Members to serve on Arts & Recreation Sub Committee.

**March 26, 2002**

March 26, 2002 meeting was cancelled.

**April 9, 2002**

April 9, 2002 meeting was cancelled.

**April 23, 2002**

Recommended to City Council Naming of Public Facility "Jane Dunn Symphony Square."

Appointed member to serve on BCP Transition Advisory Team.

Recommended to City Council a Parkland Use Agreement, Creek Bend Flood Control Project, Phase II, a CIP Project.

**May 14, 2002**

Recommended to City Council TPSD recommendation related to Near-Term Downtown Transportation Project.

Recommended to City Council to move forward with Lott Park expansion tracts as parkland.

**May 28, 2002**

Recommended redesign proposed for Republic Square Park Plan.

Recommended to City Council Parks Board support concerning TPSD Downtown Austin Design Guidelines.

Recommended to City Council Parks Board support to WWUD to establish an administrative variance processing implementing the Austin Clean Water Program.

**June 11, 2002**

June 11, 2002 meeting was cancelled.

**June 25, 2002**

Recommended to Director to continue to communicate with Scott Johnson regarding his proposal to establish a separate fund for Library on Austin Electric Bill.

Recommended approval of the construction of Jauregui Boat Dock with amended changes per Navigation Board.

Recommend to City Council a Parkland Use Agreement at Eubank Acres for Water and Wastewater Improvements.

**July 9, 2002**

July 9, 2002 meeting was cancelled.

**July 23, 2002**

July 23, 2002 meeting was cancelled.

**August 13, 2002**

Crump Boat Dock item was pulled off agenda.

Recommended to City Council a Parkland Use Agreement regarding Public Works Williamson Creek Sanitary Sewer Use Agreement.

**August 27, 2002**

Recommended the Naming of the ballfields at Montopolis Sports Complex.

Recommended to Director to look into alternate sites to relocate Susanna Dickinson House.

**September 10, 2002**

Recommended the construction of Prewitt Boat Dock at 3004 Rivercrest Drive.

Recommended City Council to support Art in Public Places (AIPP) Resolution.

**September 24, 2002**

Recommended to City Council a Parkland Use Agreement for a proposed Wastewater Line on Parkland for West University Area Overflow Abatement.

Recommended to City Council the Relocation of Susanna Dickinson House to Brush Square.

**Resolutions (1)**

1. Resolution Regarding Seaholm Master Plan, (3/12/2002)

**6. NUMBER OF MEETINGS HELD**

23 Regular Meetings

1 Board Retreat (February 16, 2002)



## 7. ATTENDANCE

Please see the attached attendance chart.

	October 9, 2001	October 23, 2001	November 13, 2001	November 27, 2001	December 11, 2001	January 8, 2002	January 22, 2002	February 12, 2002	Feb. 16 - Board Retreat	February 26, 2002	March 12, 2002	March 26, 2002	April 9, 2002	April 23, 2002	May 14, 2002	May 28, 2002	June 11, 2002	June 25, 2002	July 9, 2002	July 23, 2002	August 13, 2002	August 27, 2002	September 10, 2002	September 24, 2002	Total Days Absent
Rosemary Castleberry	P	P	P	C	P	P	P	P	P	P	C	C	P	P	P	C	P	C	C	P	P	P	P	P	0
Jeff Francell	P	P	P	C	P	P	P	P	A	A	P	C	C	P	P	P	C	A	C	C	P	P	A	P	4
Mary Ruth Holder	P	P	P	C	P	P	P	P	P	P	P	C	C	P	P	P	C	P	C	C	A	P	P	P	1
Clint Small Jr.	A	P	P	C	P	P	P	A	A	P	P	C	C	P	A	A	C	P	C	C	P	A	P	P	6
Rhonda Pratt	P	P	P	C	P	P	P	P	P	P	P	C	C	P	P	P	C	A	C	C	P	R	R	R	1
Amy Babich	P	A	P	C	A	P	P	A	P	P	P	C	C	A	P	P	C	P	C	C	P	P	P	P	4
Jeb Boyt	P	P	A	C	P	A	A	P	P	P	A	C	C	P	P	P	C	P	C	C	A	P	P	P	5
Pablo Valdez	NA	NA	P	C	P	P	A	P	P	P	P	C	C	P	P	P	C	P	C	C	P	P	P	P	1
Linda Guerrero	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	P	P	C	A	C	C	P	P	P	P	1
Marilyn Bostick	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	A	1

A = Absent

P = Present

NA = Not Appointed

R = Resigned

C = Cancelled

## **8. NUMBER OF PUBLIC HEARINGS HELD (3)**

Naming of Robert Crenshaw Pedestrian Walkway, January 22, 2002  
Naming of a Public Facility, Jane Dunn Symphony Square. April 23, 2002.  
Naming of Ballfields, Montopolis Sports Complex, August 27, 2002.

## **9. NAVIGATION**

The Parks and Recreation Board acted on 12 Navigation Items.

## **10. EXPENSES**

\$29,750	City Staff
\$400	Postage
\$1,200	Supplies
<u>\$800</u>	Printing
<b>Total: \$32,150</b>	

## **11. CITY PERSONNEL WHO REGULARLY ASSIST THE BOARD**

Jesus M. Olivares, Director  
Kimberley Jamail, Administrative Manager  
Dina Haines, Administrative Assistant  
Stuart Strong, Division Manager  
Randy Scott, Planner II  
Donna Bohls, Administrative Specialist

## **12. FUNCTIONS OF THE BOARD WHICH ARE DUPLICATED BY ANY OTHER COMMISSION**

There are no other boards that duplicate the functions of the Parks and Recreation Board.

## **13. RECOMMENDATIONS**

The Parks and Recreation Board very strongly recommends that the Board be continued as it is a very vital liaison between the community and the City Council on matters involving parks and recreation services for the citizens of Austin.

## **14. Goal of Sub Committees**

### **PARKS AND RECREATION BOARD LAND and FACILITIES COMMITTEE Goals and Objectives 2002 - 2003**

#### **GOALS**

- 1. Advocate and promote a safe park environment and accessibility by all citizens of Austin to parks and recreational facilities.**
- 2. Advocate the preservation and use of Texas native plants in new parklands and existing parklands and encourage control and elimination of invasive exotic plant species in those parklands.**
- 3. Act as liaison for the Parks and Recreation Department with citizens of Austin, City Council and other City Departments for parkland development and proposals for the location of City or other governmental, quasi-governmental or private entity projects or facilities within parklands.**

#### **OBJECTIVES**

1. Review all park projects and development and all projects requesting the use of park or preserve lands including concept, schematic and design development phases and make recommendations to the Parks and Recreation Board, where appropriate.
2. Advocate for adequate and appropriate mitigation related to all individual park use agreements that are reviewed by the subcommittee.
3. Review updated Construction Park Guidelines and make recommendations to staff concerning these guidelines to help ensure consistent and adequate mitigation for park use agreements.
4. Advocate improvements to Barton Springs Road through Zilker Park that would enhance rather than diminish use of the park, including improvements to slow traffic through the park and enhancing pedestrian, bicycle and ADA accessibility.
5. Follow status of downtown development projects that will have an impact on downtown parks, hike and bike trails, and recreational facilities.
6. Advocate improving accessibility to all parks, playgrounds, and recreational facilities by non-motorized means and public transportation.
7. Advocate the repair and improvement to the City's existing swimming pools to ensure that they comply with applicable health and safety standards and meet public recreational needs.
8. Advocate for appropriate funding for the purchase, development and operation and maintenance of parklands.
9. Review proposed new park facilities and projects and advocate the protection of creeks from potential harmful impacts of locating such facilities in sensitive flood plains or other environmentally sensitive areas.

10. Support appropriate management of BCP lands consistent with the 10(a) permit and habitat needs by serving on the BCP Transition Advisory Team and by providing recommendations on parklands that are also included in the BCP.
11. Review revised Parkland Dedication Ordinance and hold appropriate public hearings on this Ordinance to help ensure that the Ordinance applies to a wider variety of developments.
12. Review and provide recommendations on Barton Springs Lift Station Project
  - ensuring adequate mitigation for all impacts from this significant project on facilities and programs in Zilker Park.



**PARKS AND RECREATION BOARD  
NAVIGATION COMMITTEE  
Goals and Objectives 2002- 2003**

1. Continue inspections of Boat Dock / bulkheading construction to ensure compliance with approved plans.
2. Work with property owners to develop known standards for Boat Dock / bulkheading plans. Ensure that these plans are the least intrusive to public use on the lake and are consistent with navigation safety and city ordinances.
3. Increase awareness of boater education.
4. Eliminate lake hazards.
5. Continue cooperative efforts with interested parties for the control and removal of harmful aquatic weeds in Lake Austin.
6. Continue the presence of Park Police at Walsh Boat Landing on the weekends during the spring and summer.
7. Encourage Travis County commissioners to more closely monitor the 360 boat ramp area.
8. Encourage Park Police to warn boaters about the hazards of creating large wakes.
  - encourage Park Police to ticket boaters producing large wakes for creating unsafe navigational conditions
9. Encourage City Council to commission a Lake Austin Boating study to study the following:
  - the impact of personal watercraft (PWC) on the lake
  - the impact of implementing day and night time speed limits on the lake
  - the impact of a PWC ban on days other than holiday weekends
  - the impact of a city of Austin boater / PWC registration program
  - all watercrafts would be required to register before operating on the lake
  - the impact of limiting the number of launches from public ramps

**CITY OF AUSTIN PARKS AND RECREATION BOARD  
PROGRAMS COMMITTEE REPORT  
Goals and Objectives 2002 - 2003**

**→ GOAL #1**

The Programs Committee will serve as an advocate for increased resources for the Parks and Recreation Department (PARD).

**OBJECTIVES**

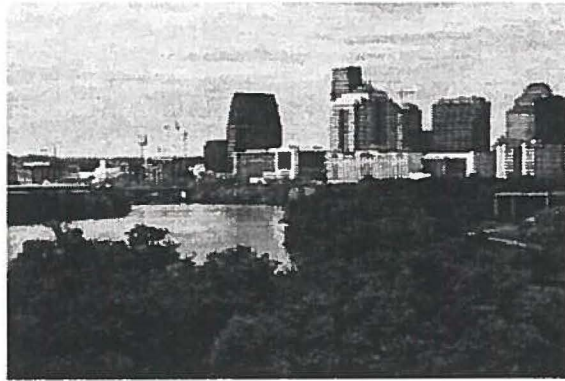
- Support adequate funding to sustain a PARD staff of the size and quality that the City deserves.
- Support the increase in the availability, number, and quality of programs and activities provided by PARD to meet the community's needs.
- Support the expansion, improvement, and maintenance of PARD infrastructure to meet the needs of the community and serve as locations for the provision of PARD programs and activities.
- Support an equitable apportioning of funds in accordance with the demand, need, and availability for all PARD programs and activities.

**GOAL #2**

The Programs Committee will advocate and encourage PARD programs and activities that promote the inclusion of diverse communities.

**OBJECTIVES**

- Strive to satisfy the Austin community's need for PARD programs and activities by remaining sensitive to community needs and balancing the Department's resource constraints.
- Support the provision of diverse programs and activities that address the needs of a wide-range of customers from the various economic and ethnic cross-sections of the City including, but not limited to, children, teens, adults, seniors, and community members with special needs.
- Promote volunteerism by the citizens of Austin to support PARD activities and special events.



## Austin Parks and Recreation Department Calendar of Events

### DECEMBER 2002

December 1	Tree Lighting at 6:30pm	974-6700	Zilker Park
December 6-8	Roundball Holiday Classic 9am-9pm	476-9193	A.B.Cantu Pan Am Center
December 6-8	All 6 <sup>th</sup> Grade Basketball Tournament	476-9193	AB Cantu-Pan Am Center
December 7	Brunch with Santa 11am	444-6601	South Austin Rec.Center
December 7	5K Run at 6:30pm	974-6700	Zilker Park
December 7	Holiday Craft Workshop 2-4pm	444-6601	South Austin Rec Center
December 5	Christmas Holiday Jamboree 6:30-8pm	474-2806	Alamo Rec Center
December 8	Opening Reception at 5pm	477-8672	Zilker Botanical Garden
December 8	Opening Parade & Balloon Glow 7pm	974-6700	Zilker Park
December 8-23	16-Pedestrian Nights at 7-10pm	974-6700	Zilker Park
December 8-23	Operation Blue Santa	974-6700	Zilker Park
December 10	Opening Reception-Textile exhibit "Unconfined Weaving"	397-1455	DAC
December 11	The Giving Tree at 6am-10am	974-6700	Zilker Park

December 13-15	Garden Center Open House 7-10pm	477-8672	Garden Center
December 14	Breakfast With Santa 9:00-10:30am	441-4777	Dittmar Recreational Center
December 16	Austin Ridge Riders at 6:30pm	974-6700	Zilker Park
December 18	Christmas Workshop 3:30-5pm	472-7142	Parque Zaragosa
December 19	Youth Christmas Party 3-4pm	476-9193	A.B.Cantu Pan Am Center
December 19	Youth Christmas Party 3:30-5:30pm	928-1982	Givens Rec.Center
December 20	C-Day Camps 7:30am-5:30pm	472-7142	Parque Zaragosa
December 20, 23, 26, 27, 30, and 31	Holiday Camp	444-6601	South Austin Rec Center
December 20-Jan.3	Winter Camp 7:30am-5:30pm	928-1982	Givens Rec. Center
December 20	Brunch with Santa 10am-2pm	472-6838	Rosewood Rec. Center
December 21	Holiday Teen Dance 7-11pm	472-6838	Rosewood Rec. Center
December 21	Christmas Bazaar 10am-4pm	472-6838	Rosewood Rec. Center
December 23	C-Day Camp 7am-6pm	472-7142	Parque Zaragosa
December 23-Jan.3	Holiday Camp 7am-6pm	444-6601	South Austin Rec. Center
December 23-Jan.3	Holiday Camp 7am-6pm	476-9193	A.B.Cantu/Pan Am Rec. Center
December 30-Jan.6	Teen Holiday Camp 12-6pm	472-7142	Parque Zaragosa



# 2002 YEAR PLANNER

FIRST QUARTER

SUN	MON	TUE	WED	THU	FRI	SAT
		1 USA CAN	2	3	4	5
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SUN	MON	TUE	WED	THU	FRI	SAT
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SECOND QUARTER

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23	24 CAN	25	26	27	28	29

THIRD QUARTER

SUN	MON	TUE	WED	THU	FRI	SAT
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FOURTH QUARTER

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29	30	31				

USA UNITED STATES NATIONAL/STATE HOLIDAYS  
CAN CANADIAN NATIONAL/PROVINCIAL HOLIDAYS

★ JEWISH HOLIDAYS  
The Jewish day begins and ends at sundown. When an holiday begins at sundown of the day preceding the date shown.

# 2003 YEAR PLANNER

FIRST QUARTER

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
			1 USA CAN	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20 USA	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17 USA	18	19	20	21	22
23	24	25	26	27	28	

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
2	3	4	5	6	7	1 8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SECOND QUARTER

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18 USA CAN	19
20	21	22	23	24	25	26
27	28	29	30			

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19 CAN	20	21	22	23	24
25	26 USA	27	28	29	30	31

JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24 CAN	25	26	27	28
29	30					

THIRD QUARTER

JULY						
SUN	MON	TUE	WED	THU	FRI	SAT
		1 CAN	2	3	4 USA	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4 CAN	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
	1 USA CAN	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				★

FOURTH QUARTER

OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6 ★	7	8	9	10	11
12	13 USA CAN	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11 USA CAN	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27 USA	28	29

DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25 USA CAN	26 CAN	27
28	29	30	31			

USA UNITED STATES NATIONAL/STATE HOLIDAYS

CAN CANADIAN NATIONAL/PROVINCIAL HOLIDAYS

★ JEWISH HOLIDAYS

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